CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY

Notices

Designation of Acting Assistant Director and Acting I Director for Special Operations. (RESCINDED by Notice)	25X
Inaugural Holidays (RESCINDED by Notice	
Parking	
Recission of CIA Notices	
Newspaper Advertising (RESCINDED by Notice) 25X
1948 Federal Income Tax Returns	
Voluntary Contributions	
Redeposit of Civil Service Retirement Refunds	
Leave on Good Friday	
Daylight Savings Time	
Requests for Procurement Action by Supply Division, I Expiring 30 June 1949	nvolving Appropriations
Attendance of CIA Employees at Ceremonies in Tribute Brazil - 18 May 1949	to the President of
Summer Courses at American University	
Parking Violations	
Active Duty Training of Reserve Personnel	
Regulations	
Budget Estimates, Fiscal Year 1951	
Employees Suggestions for Design of Official CIA Seal	
Policy - Inactive Duty Training Credits for Naval Rese	rve Personnel Not
Chest X-Ray Survey	
Name Cards Posted Outside Offices	
Shuttle Service (RESCINDED by Notice	25X
Distribution of Salary Checks	
Use of Postal Meter for Outgoing CIA Mail	
Location of U.S. Post Office Collection Box and Postag	e Stamp Vending
Availability of Scholarships, Evening Division, School Georgetown University	
Declassification of Administrative Instruction No subject: Transliteration of Foreign Languages.	25X
Presentation of Awards for Meritorious Employee Sugges	ions
Application for Payment of Dividends on National Servi Approved For Release 2002/05/01: CIA-RDP81-00728R000100110 Use of Government Motor Vehicles	e Life Insurance.

CENTRAL INTELLIGENCE AGENCY

25X1A

Notices

Shuttle Service

Excess Office Furniture and Equipment

Cleaning of CIA Offices and Buildings

1949 Community Chest Drive

Protection of Government Property

Special Train to Army-Navy Football Game, November 26, 1949

Attendance of CIA Employees at the Ceremonies in Tribute to the Shah of Iran

Removal of Material from Office Equipment

Use of Decorative Material in Government Buildings

Leave

Maces ded

2	エンィ	۸

MOTICE

8 December 1949

SUBJECT: Leave

- 1. The offices of CIA in the District of Columbia and in the field will observe Christmas Day holiday on 26 December 1949 and New Years Day holiday on 2 January 1950. Regulations covering essential duty on official holidays will apply on these two days.
- 2. Assistant Directors and Staff Chiefs are urged to provide employees with the maximum opportunity to take annual leave during the period between 19 December 1949 and 2 January 1950. Offices, however, must be staffed to the extent that essential operational requirements will be met.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive

25X1A

DISTRIBUTION: ALL CIA EMPLOYEES

Allacondida

25X1A

NOTICE

8 December 1949

SUBJECT: Use of Decorative Material in Government Buildings

1. Qouted below is a memorandum received from the Office of Buildings Management, Public Buildings Administration, General Services Administration:

"SUBJECT: Regulations in the Use of Decorative Material in Government Buildings

"The following regulations shall govern the use of decorative material inside Government buildings which we operate. These regulations will apply during the holiday season, social events and any other activities that are held in Government buildings, and where decorative material is used.

"1. Decorative Material (Crepe paper, drapes, sheets, cotton, cardboard, etc.)

Only flame-proof materials are to be permitted wherever decorations are to be used in Government buildings.

"2. Christmas Trees, Holly, Cornstalks, etc.

A reasonable number of Christmas trees may be placed in buildings of fire-resistive construction and frame buildings provided with automatic sprinkler protection. No trees, except very small ones, are to be permitted in frame buildings without automatic sprinkler protection unless approval is given by the Superintendent or Custodian. These trees should not be kept in the buildings for more than seven days. No tree shall in any way interfere with any means of egress. No flammable material or lighted candles shall be used for decorations.

"Where trees or decorations other than those chemically treated for fire protection are used, the following precautions shall be taken:

- "(a) Obtain freshly cut trees.
- "(b) Saw off at an angle at least one inch above the original cut and keep standing in water or moistened earth during the entire time the tree is in the building. At intervals, add water to the jar or tub in which the tree stands to either keep the water or moistened earth

above the cut in order to reduce its extreme flammability. This method, when used with fresh trees, reduces the flammability as effectively as most chemicals, according to the Forest Products Laboratories (1947).

"(c) Keep trees away from radiators and other heating coulpment.

"Only sparing amounts of holl, cornstalk, etc., should be used and then only where approved by the Superintendent or Custodian.

"3. Electric Lights

All installations of electric lights on trees or for other decorative purposes must be approved by the Superintendent or Custodian.

"4. Candles

No lighted candles will be permitted in any building."

2. Any questions or requests for approvals relating to the above regulations will be referred to the Chief, General Services Branch, Services Division, Extension 2168.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

1		<u> </u>	. 2	25X1A
		:		
<i></i>				
. <u>E</u>	xecutive			

DISTRIBUTION: ALL CIA EMPLOYEES

and hadden game and

resunded

OFVA	٨	

NOTICE

1 December 1949

SUBJECT: Removal of Material From Office Equipment

Inspection of office equipment being transferred from one office to another or being returned to stock reveals that a considerable amount of paper, miscellaneous material, and personal property has been left in the equipment. These conditions create a security hazard as well as personal loss when the owner cannot be identified. In order to eliminate these conditions personnel requesting the transfer of office equipment shall remove all miscellaneous material and personal property prior to releasing it for transfer.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive

25X1A

DISTRIBUTION: A.

MARKALL 15 November 1949

25X1A

NOTICE

20 1101011002 2020

SUBJECT: Attendance of CIA Employees at the Coremonies in Tribute to Mohammad Reza Shah Pahlavi, Shahinshah of Irang

1. The following memorandum from the White House is quoted below for your information:

"THE WHITE HOUSE Washington

November 10, 1949

"TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

"Ceremonies have been planned to pay tribute to His Imperial Majesty, Mohammad Reza Shah Pahlavi, Shahinshah of Iran, who will arrive in Washington on November sixteenth for the purpose of making an official visit to the United States.

"His Imperial Majesty will reach the National Airport at 4:00 peme, E.S.T., on Wednesday, November sixteenth, where there will be a brief ceremony. After crossing the Memorial Bridge and rounding the Lincoln Memorial, he will proceed along 23rd Street to Constitution Avenue (expected to arrive at Constitution Avenue at approximately 4:15 peme), right on Constitution Avenue to 12th Street, left on 12th Street to Ponnsylvania Avenue, west on Pennsylvania Avenue to the District Building at 14th Street and Pennsylvania Avenue, where he will be presented with the key to the City of Washington. He will then continue along Pennsylvania Avenue to 15th Street, right on 15th Street to Ponnsylvania Avenue, left on Pennsylvania Avenue to the Blair House.

"It is desired that as many as possible of the government employees extend their greetings to the Shahinshah." Iran. The President has indicated that the Heads of the departments and agencies shall excuse those employees in the area of the procession, whose services can be spared, without charge to annual leave, for such time as is required on November sixteenth for the accomplishment of this purpose.

/s/ DONALD S. DAWSON
Administrative Assistant
to the President

2. All employees whose normal tour of duty is from 8:39 AM until 5:00 PM will be excused at 4:00 PM in order that they may have the opportunity to observe the ceremonies quoted above. No charge will be made against annual leave.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

٠.		
-		
٠.	<u> </u>	 -
	Executive	

25X1A

DISTRIBUTION: ALL CIA EMPLOYEES

DIDITATION NUMBER OF SUPPOSED

resembled

1 November 1949

25X1A

NOTICE

SUBJECT: Special Train to Army-Navy Football Game November 26, 1949

"A special Baltimore & Ohio train has been made available to the Secretary of Defense for the Army-Navy game to be played in Philadelphia on November 26, 1949.

"There will be a diner attached for lunch and dinner and a lounge car. You will pay the steward directly for all purchases.

"The train will depart Union Station, Vashington, at 8:30 a.m., and will arrive at the Stadium parking place at 11:30 a.m. The train will depart for Vashington from the parking place at the Stadium 20 minutes after the game is over.

"The following round trip fare applies between Washington and Philadelphia:

FER PERSON

ROUND TRIP PULLALN FARE, WITH TAX...... \$15.40

"If there are any members of your Staff or office who desire reservations on this train they should advise office on or before November 20, 1949.

LOUIS H. RENFROW Brigadier General, AUS Assistant to the Secretary"

FOR THE DIRECTOR OF CE	NTRAL INTELLIGENCE:
	Executive

DISTRIBUTION: A plus all military personnel

25X1A

Assended

25X1A

NOTICE

31 October 1949

SUBJECT: Protection of Government Property.

- 1. A recent inspection conducted by the Inspection and Security Staff has revealed that tables and other office furniture are not being properly protected while being used for coffee preparation and other similar purposes. It has also been noticed that electric hot plates have been connected to circuits which have not been designed to safely carry the additional load.
- 2. In the interests of safety and preservation of government property, Assistant Directors and Staff Chiefs will insure that supervisory personnel at all levels will:
 - a. Take action to reduce to a minimum the number of places per building where coffee and other beverages are prepared.
 - b. Secure asbestos or other suitable fireproof covering for office furniture on which hot plates and hot receptacles are placed.
 - c. Assure themselves that circuits to which hot plates are connected are designed to carry the additional load.
 - d. Insure that hot plates are disconnected when not in use.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive

25X1A

DISTRIBUTION: A

Washington, D. C.

Herndel

25X1A

NOTICE

12 October 1949

SUBJECT: 1949 Community Chest Drive

- 1. The time has come again for the Central Intelligence Agency to do its part in the Community Chest Drive. It has been my privilege to be designated as Chairman for the drive in CIA. I know of no better way to serve your community than to contribute part of your earnings to this cause. It is my sincere hope that each of you will feel the same way and will give as much as you can afford.
- 2. I have appointed Mr. William J. Kelly as Vice Chairman of the Central Intelligence Agency drive, and an asking each Assistant Director and Staff Chief to appoint Division Chairman for their respective offices and staffs. Each Division Chairman in turn will appoint key-men in his office or staff to assist him in accepting contributions, and in the necessary bookkeeping. All contributions should be received on or before 28 October 1947.
- 3. The Community Chest Federation, National Capital Area, was founded in 1928 and this campaign will mark the twenty-second year in which Government employees and other residents have been asked for support. The Federation is an organization composed of the six Community Chests in the Metropolitan Area, and, together with the Nospitalization Fund and the USO, is comprised of 104 welfare agencies which are united for better community service. The present Red Feather Campaign is one appeal for the financial support of the philanthropic programs of all of these Red Feather agencies. You will be given a chance to choose the agencies to which you wish to contribute if you have certain preferences.
- 4. For many of you, the big question will be: "How much should I give?" You alone can answer this question. As you are making your decision, please remember that your gift is utilized to finance the work and programs of all the agencies comprising the Community Chest Federation, which includes the Community Chests of Arlington, Fairfax, Montgomery, and Prince Georges Counties, and the cities of Alexandria and Washington.
- 5. It will be appreciated if you will make your contribution to the designated key-man in your organization in order that the Contral Intelligence Agency may meet its quota. This will not prevent you from designating your contribution for any agency you desire in your area of residence.

R. H. HILLENKOETTER
Rear Admiral, USN

Director of Central Intelligence

DISTRIBUTION: All CIA Employees

25X1A

Hemended

25X1A

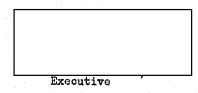
NOTICE

🎎 September 1949

SUBJECT: Cleaning of CIA Offices and Buildings.

- 1. Due to a sharp reduction in the char force of Public Buildings Administration, the cleaning of CIA Buildings has been curtailed to a minimum.
- 2. Daily cleaning of offices and corridors has been discontinued except for the removal of waste material.
- 3. Offices will be cleaned not more than twice a week and in the case of "L" and Recreation Buildings only once a week.
- 4. The washing of windows has been limited to once a year, and the waxing of floors every six weeks.
- 5. The curtailment of cleaning services will require a diligent effort on the part of each and every employee to maintain offices in a clean and orderly manner.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

DISTRIBUTION: All CIA Employees.

Haunded

25X1A

NOTICE

20 September 1949

SUBJECT: Excess Office Furniture and Equipment.

- 1. Recent surveys of Property Accounts within CIA reveal considerable excess property on hand in various offices.
- 2. Desks, chairs, typewriters, fluorescent lamps, and stands were noted most frequently as the items which appear to be excess to the needs of the respective offices.
- 3. Each office will conduct a survey of all property under its jurisdiction to determine excess property.
- 4. Excess property will be listed on Form No. 36-24, Property Turn-In, and forwarded to the Services Officer by 10 Cotober 1949 giving the room location and date the property may be picked up. If no property is to be turned in negative reports will be forwarded to the Services Officer.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Acting Executive

25X1A

DISTRIBUTION: A.

resembled

25X1A

25X1A

NOTICE

8 September 1949

SUBJECT: Shuttle Service.

- 1. All existing shuttle schedules are rescinded, effective close of business Friday, 9 September 1949.
- 2. The new schedule to be effective Monday, 12 September 1949, is revised to provide service for Building No. 30 (Recreation Building) and other CIA buildings, at twelve minute intervals. The new schedule will be distributed separately.
- 3. The Building shuttle will be discontinued at the close of business 9 September 1949.
- 4. The new 16-passenger bus will be in service Monday, 12 September, replacing the station wag on now used for the shuttle system.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive

25X1A

DISTRIBUTION: All CIA Employees.

Alonewoodend

25X1A

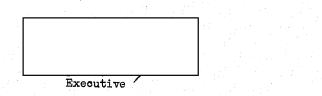
NOTICE

7 September 1949

SUBJECT: Use of Government Motor Vehicles.

- 1. Official motor vehicle dispatch records indicate a continuing possible misuse of government motor vehicles by personnel of this Agency in violation of Public Law 600 which restricts the use of such vehicles to strictly official purposes.
 - 2. Some examples of such possible misuse are:
 - a. Trips to hotels, clubs, restaurants and private residences at the noon hour and pickup at those places after a luncheon period.
 - b. Trips to military hospitals with considerable waiting period by the chauffeur.
 - c. Trips to banks on pay days by other than fiscal officials.
- 3. The CIA Services Officer has been instructed to inquire into the efficial necessity for trips in CIA official cars reported by the dispatchers when circumstances indicate that Public Law 600 may have been violated, and to report any apparent violations to the Executive for appropriate action.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

DISTRIBUTION: All CIA Employees.

Alsended

25X1A

NOTICE	

2 September 1949

SUBJECT: Application for Payment of Dividends on National Service Life Insurance.

- 1. Service and former service personnel are advised that if they now hold or have held National Service Life Insurance for a period in excess of three months, they may apply for a dividend.
- 2. Dividends will only be paid upon receipt of "Application for Special Dividend" (VA Form No. 9-430).
- 3. These forms are available in the Personnel Relations Office, Room 100, Central Building.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

DISTRIBUTION: All 61A Employees.

reversely

	NOTICE 2 September 1949	
25X1A		
	SUBJECT: Presentation of Awards for Meritorious Employee Suggestions.	
25X1A	1. On 26 August 1949 the Director of Central Intelligence personally presented awards to two employees for their suggestions which were adopted by the Agency.	
25X1A	received a Certificate of Award and \$13.33 for suggesting a multigraph mat receptacle which eliminated accidental destruction of mats during their preparation in her office. received a Certificate of Award and \$37.50 for suggesting the use of lighter weight paper on a requisition form, which eliminated the necessity of retyping many requisitions.	
	3. These suggestions have improved CIA operations and returned tangible dividends to their originators. In spite of the availability of tangible dividends a very small number of suggestions has been received to date from CIA employees. The Director urges all employees to participate in the suggestion program by submitting suggestions for the improvement of CIA and the Federal Government.	
	FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:	
		25X1A
	Executive /	
	DISTRIBUTION: All CIA Employees.	
		70 mm
	중요 등이 있는 것도 되었다. 그는	
	마이트 이번 시간 보이는 보는 보고 있다. 그는 그들은 사람들은 보고 있다면 하는 것이 되었다. 그는 것이 되었다. 하는 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은	3972
art of the control of		

wheesdal

25X1A

NOTICE

26 August 1949

SUBJECT: Availability of Scholarships, Evening Division, School of Foreign Service, Georgetown University.

1. Program of Study:

The School of Foreign Service offers a comprehensive program of study in the fields of international relations, political science, business and public administration, international law, world eccnomics, foreign trade, maritime and commercial law, shipping, geography, and geopolitics. The program is designed to provide training for careers in the foreign service of the United States, in the United Nations and other international agencies, and in international and business finance.

2. Scholarships:

The School of Foreign Service offers three scholarships to include tuition and incidental fees (approximately \$500.00 per year). The scholarships will be awarded only to men and women who have successfully graduated from an accredited secondary school with no previous college training and who are employed and reside in the vicinity of Washington.

Scholarships are not ordinarily available to persons eligible for assistance under Public Law 346 (The G. I. Bill) and Public Law 16 (The Rehabilitation Bill) or to persons who are liable to immediate military service.

3. Requirements:

Selected candidates will be given a written examination on Saturday, September 10. Those attaining the highest averages and who are otherwise best qualified will be awarded the scholarships.

Applications for scholarship examinations should be made in writing to the Committee on Scholarships not later than September 1, 1912.

4. Length of Study:

The length of study for the degree of Bachelor of Science in Foreign Service or Bachelor of Science in Business Administration in the part-time Evening School is approximately five years.

5. Opening Date:

The opening date for the academic year 1949-1950 will be September 19, 1949.

6. Requests for further information or application blanks should be addressed to the:

Committee on Scholarships School of Foreign Service Georgetown University Washington 7, D. C.

Herrical and a second and a second second

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

and the second of the second o

tanderik gert friedrik i her am gestätt ktad friedrik tip tit i det friedrik i det bestätte stad i de samme in

and the second s

an Tapin shipuy and Albaresta (Sir Applicamentary) qenerandi bilah (Siate apparentary). A 1980-shipus Barash (padala dipata mendaryan birgi ken delah shipus (Siates). And mengapun gerek kilik

Executive

The second secon

25X1A

DISTRIBUTION: All CIA Employees.

-2-

Haunded

25X1A

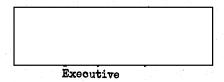
NOTICE

15 August 1949

SUBJECT: Location of U. S. Post Office Collection Box and Postage Stamp Vending Machines.

- 1. A U. S. Post Office Collection Box has been placed at the corner of 26th and Water Streets, N.W., near the terminus of the Capital Transit bus line. The box is for the convenience of CIA employees.
- 2. Postage stamp rending machines will be installed shortly in \mathbb{M} and L Buildings, and will be placed adjacent to the guard's desk at the center entrances.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

DISTRIBUTION: All CIA Employees.

Heardy

25X1A

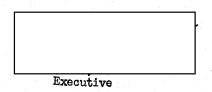
ROPICE

4 August 1949

SUBJECT: Use of Postal Meter for Outgoing CIA Mail.

- 1. Effective this date the Mail Room, Mail and Courier Section, Administrative Staff, Office of Collection and Dissemination, will use the Postal Meter for outgoing CIA mail.
- 2. All outgoing mail received by the Mail Room will be meterstamped unless individual stamps are requested on Postage Slip Form No. 35-11 by the submitting office.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

DISTRIBUTION: A.

R-E-S-T-R-I-C-T-E-D

CENTRAL INTELLIGENCE AGENCY Washington, D. C.

Asunded

25X1A

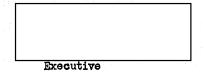
NOTICE

4 August 1949

SUBJECT: Distribution of Salary Checks.

- 1. Effective 5 August 1949, the requirement for signature by employees for salary checks is discontinued.
- 2. The payroll list of checks will be furnished payment clerks for use as a check list. It will be returned with appropriate notation regarding undelivered checks.
 - 3. Other existing procedures remain in effect.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

DISTRIBUTION: A

R-E-S-T-R-I-C-T-E-D

viscindal

NOTICE 25X1A 25 July 1949

SUBJECT: Name Cards Posted Outside Offices.

- 1. From a security viewpoint it is considered disadvantageous generally to have the names of Agency personnel posted outside their office doors. The telephone directory now furnishes location information. However, it is recognized that further office transfers may require convenient identification of key personnel.
- 2. Authorization is therefore granted for Division Chiefs or above to post their names on the outside of their office doors, provided that titles and organizational designations are not shown on the name card.
- 3. Name cards not meeting the authorization of this Notice will be removed.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

	<u></u>	
	25)	(1 <i>F</i>
Executive		

DISTRIBUTION: A.

Macindel

25X1A

NOTICE

27 July 1949

SUBJECT: Chest X-Ray Survey.

- 1. A yearly X-Ray service is available to all employees of this Agency and will be conducted hereafter on a rotational basis. All X-Rays will be taken, an yzed and recorded in the Medical Division, Personnel Office. Personnel should not make inquiries by telephone relative to X-Ray results.
- 2. Only personnel who have not had chest X-Ray during the six-menth period prior to the initiation of the survey will be eligible the first year. This ruling does not apply to an individual who has been exposed to tuberculosis during that period. Such individuals are encouraged to report to the Nursing Section, Medical Division, Central Building, so that proper followup can be initiated.
- 3. An advance notice of one day will be made to each office or activity as to the day X-Ray service will be initiated for its personnel. The office will be responsible for the proparation of rosters, including time and date of appointment for the personnel desiring this service, and for scheduling them within the limits of the time set by the Medical Division. A copy of each schedule must be forwarded in advance to the Medical Division.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

-		
	Executive	

25X1A

DISTRIBUTION: ALL CIA EMPLOYEES

Maximule

CENTRAL INTELLIGENCE AGENCY Washington, D. C.

25X1A	NOTICE		
	SUBJECT:	Policy - Inactive Duty Training Credits for Naval Reserve Personnel Not Employed by CIA.	
	REFERENCE:	Administrative Instruction subject: Inactive Duty Training Credits for Army Reserve Personnel Not Employed by CIA.	25X′
	program whi reference. 2. No initiation	The Navy Department has informed this Agency that it begram similar to the Army's inactive duty training sich grants credit for services such as outlined in to further action will be taken to negotiate for the of such a program until and unless specific cases h would warrant such action.	
		HE DIRECTOR OF CENTRAL INTELLIGENCE:	
		Executive	25X1
	DISTRIBUTIO	ON: A.	

Approved For Release 2002/05/01 : CIA-RDP81-00728R000100110004-8

Meserdad

25X1A

NOTICE		÷

1 July 1949

SUBJECT: Employees Suggestions for Design of Official CIA Seal.

- 1. Legislation recently signed by the President directs Central Intelligence Agency to acquire an official seal. All civilian employees of CIA are invited to submit their suggestions for a suitable design to be used as the official seal of Central Intelligence Agency.
- 2. The designs will be judged for originality and appropriateness rather than perfection of artistic detail. Therefore, artistic telent is not a requirement in preparing a suggested seal.
- 3. A seal is presently in use by Central Intelligence Agency. This seal will be considered along with other entries in selection of the official seal. If the present seal is finally accepted, it will have been chosen by the panel of judges as the best seal for CIA.
- 4. If an employee's suggestion for a CIA seal is selected by the judges, the Committee on Awards for Meritorious Suggestions will recommend to the Director that a cash award be presented to the employee. The acceptance of a cash award shall constitute an agreement that the use by Central Intelligence Agency of the design for which the award is made shall not form the basis of a further claim of any nature upon CIA.
- 5. All entries must reach the Management Office, Room 144, South Building, not later than 15 July 1949. The Management Officer will turn all entries over to a panel of judges who will be named by separate action.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

:			
	Executive		

25X1A

DISTRIBUTION: ALL CIA EMPLOYEES.

Next 8 Page(s) In Document Exempt

Approved For Release 2002/05/01 : CIA-RDP81-00728R000100110004-8

и	NC	١.	-	ω.																		
	NC 194		- 3	2-	15		40								·	`		-	EN	-		
		••													n.	A 6.			. 8	8 1		
ĕ,															1 4	211	100		13- IA		34	1
															1 19		15	ΙU	9191) # 7	,,,,	٠

(Office or Staff Section)

Summary of Budget Estimates Fiscal Year 19____

	-	Budget	Year	1			T		T	1	T	T	_
Organizational Unit	No. of Pos.	for co	Year ompletion by idget Branch Amount	02 - 09 Total	02	03	04	05	06	07	08	09	
# 4													
						j							_
							4. 1						_
													_
		188											
													_
								1					
					4								
			CON I For Release 200	FIDENTIA	DD04 0070	D0004004	10004.0						

Approved For Release 2002/05/01 : CIA-RDP81-00728R000100110004-8

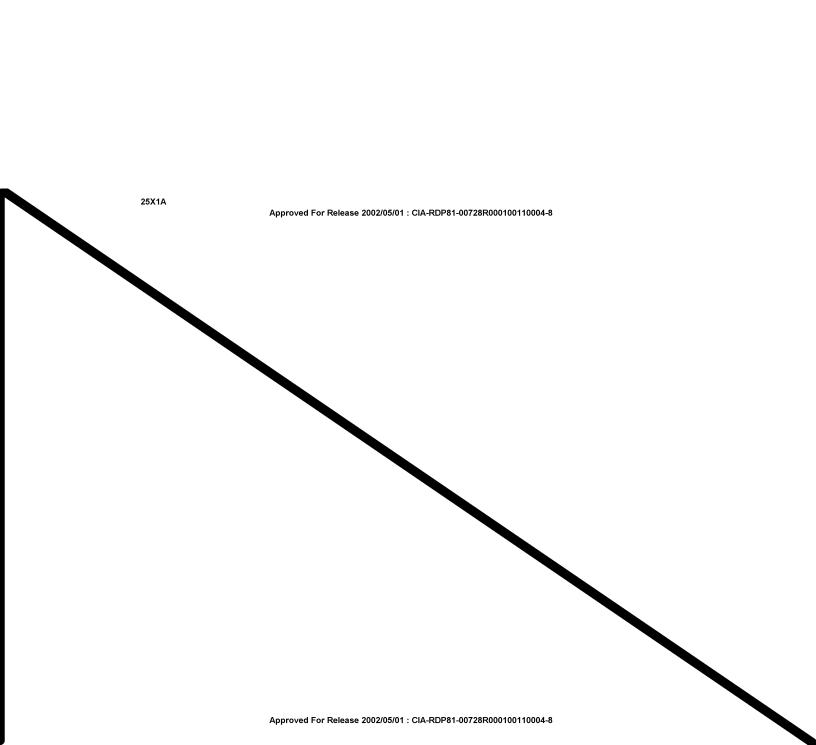
CONFIDENTIAL

Appendix I

(Office or Staff Section)

Summary of Budget Estimates Fiscal Year 19___

		Budget	Year			Γ		T			· · · · · · · · · · · · · · · · · · ·					
	No. of Pos.	For co the Bu MY	ompletion by dget Branch Amount	02 - 09 Total	02	03	04	05	06	07	08	09	Total	Unvouchered	Grand	
							 		+	 	 	<u> </u>	Vouchered		Total	
	fac. 1															
											 					
											1					
								1.							11.	
																
			CON	FIDENTIA	Ann	wad Ear D	elease 2002/	05/01 - CIA	DDD91 007	20000100	110004.8					
- KARADAWAN	tion and the second second	Basic Malabase (C.)	destruction of the continue being the		Appro	veu For Re	elease 2002/	05/01 : CIA-	KDP01-00/	20KUUU1UU	10004-8			-		



Approved For Release 2002/05/01 : CIA-RDP81-00728R000100110004-8

OFFICE: BRANCH: DIVISION: SECTION:	CONFIDENTIAL NON-PERSONAL SERVICES ESTIMATES Object Class	Appendix II FOR COMPLETION BY EUDGET ANALYSI Past year (actual) Current year (budget allowance) Budget year (office estimate)
REQUIREMENTS	AMOUNT	JUSTIFICATION
	se 2002.05/01 : CIA-RD#81-00728R00010	

CONFIDENTIAL

Appendix IV

O2 TRAVEL

Schedule of Estimated Rates

From	То	One Way	Round Erip
New York	Boston	<u>"</u> 20	\$40
Washington	New York	20	40
er e	Boston	35	65
n.	Miami	75	150
	East Coast Points	25	50
	Mid West Points	50	120
	West Coast Points	200	450
1	Central America	275	600
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 	South America	500	1,100
	ETO	450	1,000
	MEDTO	700	1,400
	FETO	1,000	2,500

Schedule includes average costs of transportation and per diem, etc.

CONFIDENTIAL

Appendix V

COMPINEDIAL

O3 TRANSPORTATION OF THINGS

Schedule of Estimated Rates

		Un	Unit Cost			
Motor Vehicles			7			
Crating (includes freight to	POE)	Per	\$200.00			
Shipping (POE to destination		Vehicle	275.00			
	MEDTO LATO	$\int_{\mathbb{R}^{n}} \frac{\mathbf{u}}{\mathbf{u}} = f_{\mathbf{u}}$	350.00 300.00			
	FETO	n.	400.00			
General Cargo (Delivery to addre	essee)					
(Administrative supplies and communications supplies and and operational supplies and	east mont					
	ETO	Per	200.00			
	LEDTO	Ton	100.00			
	LATO FETO	"	75.00			
lousehold Goods and Personal Effe			100.00			
To POE (Based upon E.O. 9805 reimbursement allowances: Far 7,000 lbs; single individual,	ni lar	Per 100 lbs.	7.00 11.00 18,000			
	MEDTO LATO FETO	rer ion n n	100.00 100.00 75.00 100.00			
Air Shipments	ETO	Per 1b.	1.50			
	1.EDTO LATO	1	2.25 1.75			
	FETO		3.50			

CONFIDENTIAL

Mounded

CENTRAL INTELLIGENCE AGENCY Washington, D. C.

25X1A

NOTICE

10 June 1949

SUBJECT: Regulations.

- 1. The Central Intelligence Agency Act of 1949 has been passed by Congress and will become a law upon signature by the President, which is expected within a few days.
- 2. No application of the provisions of this Act will become effective until the official publication of appropriate regulations prescribed by the Director.
- 3. Pending further study and determination of what changes in current practices may be necessary, the published regulations of CIA now in effect will continue to govern CIA administration and operations, regardless of any authorities which may be included in the Act referred to above.
- 4. I wish strongly to emphasize that our administration and operations will continue to be based on sound, economical and completely justifiable practices. We will continue to be guided to the fullest possible extent by the provisions of law and regulations applicable to all government agencies. This is, in fact, the intent of the Congress even though not specifically so stated, and only in this manner can we properly accept and discharge the unique and very great responsibility and trust placed in the Agency by the Congress and the President.

25X1A

R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central Intelligence

DISTRIBUTION: A.

- Macandad

25X1A	NO TICE		3 June 1949	
	SUBJECT: Active Duty Training o	f Reserve Personnel.		
25X1A	l. Reserve personnel apply with provisions of paragraphs 10 tion dated 22 April 19	and 4b of Administrati	will comply ve Instruc-	
	2. The Personnel Officer i with the Office of the Executive	s responsible for any control which may be necessary	oordination	
	3. This Notice rescinds the 23 May 1949, addressed to the As	e memorandum, subject a sistant Directors and S	s above, dated taff Chiefs.	
	FOR THE DIRECTOR OF CEN	TRAL INTPLLIGENCE:		
				25X1.
		Executive		
	DISTRIBUTION: A			

Macmalel

25X1A

NOTICE

1 June 1949

SUBJECT: Parking Violations.

Employees are warned that Metropolitan Police Department parking regulations must be observed on 25th Street, N.W. (the unimproved street behind the brewery buildings), and at the intersections at 25th and Water Streets, N.W., 25th and D Streets, N.W., and 25th and E Streets, N.W. Traffic lanes must remain open at all times to permit easy entrance and maneuverability of fire equipment. In the past, many violators have received police tickets or found that their automobiles had been towed to the police precinct office.

FOR THE DIRECTOR OF CENTRAL INTELLIGINCE:

Executive

25X1A

Maundid

25X1A

NOTICE

24 May 1949

SUBJECT: Summer Courses at American University.

1. The following letter from The American University, Washington, D. C., is published for information:

"May I bring to your attention again the courses in the field of Public Administration and Government which are included in our Summer Session 'In-Service' Training Frogram for Government Employees beginning June sixth. Over a period of eighteen years these courses have been developed by our faculty with a view to meeting the needs of officials engaged in Public Budgeting and Fiscal Policy, Administrative Organization and Planning, and Personnel Administration and Psychology.

"As a background work we have included a number of courses in the area of general Government which should serve as basic theoretical background for those engaged in the public service. Addescription of each of our courses may be found on pages twenty to twenty-four in the enclosed announcement.*

"I shall be very grateful if you will bring any of these courses to the attention of members of your staff or other persons in the Government who may be interested. Additional copies may be obtained by calling Mrs. Jone H. Roberts at MEtropolitan 0258."

2. The summer session classes meet from 6:00 to 9:15 P.M., June 6 to September 13.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive

25X1A

* Copies of announcement may be obtained from The American University upon request.

Moundah

25X1A

NOTICE

12 May 1949

SUBJECT: Attendance of CIA Employees at Ceremonies in Tribute to the President of Brazil - 18 May 1949.

The following white House memorandum, dated 9 May 1949, is published for the information and guidance of all concerned. Assistant Directors, Staff Chiefs, and Hoads of activities will comply with the last paragraph of this memorandum:

"THE WHITE HOUSE Washington

May 9, 1949

"TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

"Ceremonies have been planned to pay tribute to Honorable Eurico Gaspar Dutra, President of Brazil, who will arrive in Washington on May eighteenth for the purpose of making an official visit to the United States.

"President Dutra will reach the National Airport (MATS Terminal) at 4:00 p.m., DST, on Wednesday, May eighteenth, where there will be a brief ceremony, and he will leave the airport at 4:30 p.m. After crossing the Memorial Bridge and rounding the Lincoln Memorial, he will proceed along 23rd Street to Constitution Avenue, right on Constitution Avenue to 6th Street, left on 6th Street to Pennsylvania Avenue, west on Pennsylvania Avenue to the District Building at 14th Street and Pennsylvania Avenue, where he will be presented with the key to the City of Washington. He will then continue along Pennsylvania Avenue to 15th Street, right on 15th Street to Pennsylvania Avenue, left on Pennsylvania Avenue to the Blair House.

"It is desired that as many as possible of the government employees extend their greetings to President Dutra. For the accomplishment of this purpose, President Truman has indicated that the Heads of the departments and agencies shall excuse from work those employees whose services can be spared, without charge to annual leave, for such time as is required to greet President Dutra on May eighteenth.

"/S/ DONALD S. DAVISON
Admin. Assistant to the President"

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive

25X1A

RESTRICTED

CENTRAL INTELLIGENCE AGENCY Washington, D. C.

Assended

25X1A NOTICE

10 May 1949

SUBJECT: Requests for Procurement Action by Supply Division, Involving Appropriations Expiring 30 June 1949.

- 1. Requests for procurement action governing articles of equipment and supply (other than items available from stock) chargeable to appropriations expiring 30 June 1949, shall be forwarded in time to reach the Chief, Supply Division, Services Office, prior to 1 June 1949, to provide sufficient time for orderly completion of procurement action.
- 2. Requests for procurement actions under \$100.00 and those items available from existing contracts will be received until 15 June 1949.

 FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive

25X1A

DISTRIBUTION: A.

RESTRICTED

reserved

25X1A

25X1A

MOTICE

13 April 1949

SUBJECT: Daylight Saving Time.

- 1. All activities of CIA in the Washington, D. C., area will operate on Eastern Daylight Saving Time, effective 2 a.m., 24 April 1949. This is in compliance with the announcement of the D. C. Commissioners. Daylight Saving Time will end at 2 a.m., 25 September 1949, at which time the Agency will return to Eastern Standard Time.
- 2. Supervisors of employees on duty at the time of the change to Daylight Saving Time are directed either to charge employees one hour of annual leave for the hour lost or to provide them one extra hour of work. At the time of the return to Standard Time, employees affected will be compensated for the one extra hour of work after approval of overtime work by proper authorities.
- 3. This Notice in no way conflicts with Administrative Instruction which provides that all tours of duty other than the normal tour (0830 to 1700) will be entered on the Time and Attendance Reports in Standard Time.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive	

25X1A

Macandel

25X1A

NOTICE	-

11 April 1949

SUBJECT: Leave on Good Friday.

The Director desires that all employees who wish to attend religious services on Good Friday, 15 April 1949, be permitted to do so, to the extent commensurate with meeting essential operational requirements. Supervisors will arrange work schedules to permit the maximum number of employees to be absent. Absence during working hours for this purpose will be charged to annual leave.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

	Executive	-	7.

25X1A

Mounded

25X1A

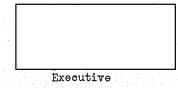
NOTICE

23 March 1949

SUBJECT: Redeposit of Civil Service Retirement Refunds.

- 1. Experience indicates that many Central Intelligence Agency employees do not fully understand the provision of the Civil Service Retirement Act which relates to the redeposit of retirement refunds.
- 2. In order that employees who have received refunds may be fully aware of their rights, and have the opportunity to exercise these rights pertaining to redeposit of such refunds, the following information is provided:
 - a. Every employee who has at any time received a refund, and desires to receive annuity benefits for all periods of employment must make a redeposit of the amount refunded plus interest. Unless the redeposit is made by the employee, no credit will be allowed for the period of service covered by the refund in computing the annuity benefits to the employee or his qualified survivors.
 - b. The redeposit should be made without delay for these reasons:
 - (1) The redeposit may not be made by a survivor after the death of the employee, and
 - (2) Delay in making the repayment results in added interest charges.
- 3. It is, therefore, urged that employees who have received refunds embark upon a program of making deposits at the earliest possible moment. Information and instructions with regard to the filing of appropriate forms may be secured from the Fiscal Branch, Pay Roll Division, Extension 2585, Room 226, Central Building.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:



25X1A

resended

25X1A

NOTICE

24 February 1949

SUBJECT: Voluntary Contributions

- 1. In the next few months, various national and local organizations will make direct appeals to the people throughout the Government for financial support in carrying out their programs of safeguarding and improving the lives of thousands of men, women, and children in this and other communities throughout the nation.
- 2. Past experience has shown that these services have been most effective in providing social and recreational services, insurance against privation and juvenile delinquency, as well as sickness and accident prevention.
- 3. In order that you will have sufficient information concerning the objectives of these organizations, and the type of service rendered the community, the following information is provided:
 - a. The American Cancer Society is a national organization established to conduct research, promote education and furnish surveys to find the cause and cure for cancer, to educate the people to see their doctors upon the first danger signals of cancer, and to promote in general such authentic and approved projects as will help bring Guncer under control.

The financial drive of this society will take place during the month of April. The financial goal of the campaign is to reach an average of one dellar for each Government employee. Sixty per cent of each dellar contributed will remain in this community to promote the study of cancer control, 25% will be used for research, and 15% will be used for educational and administrative work.

- b. The American Red Cross is a national organization which maintains relations with 65 other Red Cross societies throughout the world. It serves the Armed Forces abroad and at home. It functions as the national relief agency when disaster strikes. It promotes health and safety through its first aid and accident prevention, nursing, and national blood programs. The compaign for funds of this organization will begin on 24 February and continue through the month of March. Sixty million dellars will be required to carry on the worth-while work of this organization.
- c. The Metropolitan Boys Club is a community organization which conducts a membership drive yearly, to finance seven boys' clubs and summer camps for less fortunate youngsters of Washington. The money

obtained from these campaigns makes it possible for some 17,000 boys to participate in clean recreational activities and to become strong American citizens. To finance this worthy cause, the campaign committee has set for their 1949 goal, the sum of 250,000 dollars. Various types of memberships are available to the public with dues ranging from one dollar to one hundred dollars annually. The campaign started 1 February and continues through 1 March.

d. The National Symphony Orchestra Association was incorporated in December 1931, under the laws of the District of Columbia, as a musical, educational, and non-profit corporation.

Annual Membership in the Association is corrosed of those who contribute 25 dollars or more to the Sustaining Fund Drive. A contribution of ten dollars entitles the contributor to an Associate Membership.

4. Although it is appreciated that the personnel of this agency has responded generously time and again to these various drives, it is believed that the worthiness of the present campaigns is self-evident, and it is therefore urged that everyone contribute according to his own personal financial situation. Keyworkers will be available in each office to receive voluntary contributions for the above named causes.

FOR THE DIRECTOR OF CENTRAL INTELLIGINCE:

ilia ya <u>iliaya Alaga</u>	1		
			25X1A
Executive]		
ing the second of the second o			
g the Magazin De Marchelle (1997) de la Sona Georgia de la caractería de la Colonia d	iri. H		

DISTRIBUTION: ALL CIA EMPLOYEES.

trono de l'arterna de la completa d La completa de la co La completa de la comp

Mendel

4 March 1949

The following is reproduced for the information of all concerned and is supplemental to CIA Notice ______ dated 24 February 1949:

25X1A

"THE WHITE HOUSE WASHINGTON

February 24, 1949

"TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

"You will recall that each year I have urged the full cooperation of your department in connection with the campaigns of the Community Chests throughout the country. In my letter of May 5, 1948, I said in part:

'As you know, the Community Chests unite in a single campaign social, health, and recreation services essential to the well-being of our American communities.

'The cooperation of your Department logically includes the organization of effective solicitation of all employees of your Department.

'I hope that all employees will give generously, keeping in mind the fact that each of the Red Feather services included in the Community Chest would appeal separately if they were not united in this one campaign and that contributors should give enough to support all of these services for a full year.'

"While the Community Chest drives are usually conducted concurrently in many cities during October, there are some situations in which the same type of federated campaign on behalf of local health and social service agencies is conducted at a different time of year and under a different name. An outstanding example is The Greater New York Fund which campaigns annually in New York City during May and early June. Such federated drives are as deserving of our full support as are the Community Chest campaigns in the Fall.

"It is, therefore, my desire that the policies expressed in my letter of May 5 relating to Community Chests be applied to similar local federated health and welfare campaigns, whenever conducted and under whatever name.

/s/ HARRY S. TRUMAN"

Next 2 Page(s) In Document Exempt

wounded

24 January 1949

25X1A

NOTICE

SUBJECT: Parking

- 1. All numbered parking spaces for CIA employees were reassigned as of 3 January 1949, and new parking parmits issued.
- 2. Daily checks have indicated continual violations of parking requirements as indicated below:
 - a. Both old and new permits on windshields. Old permits should be removed immediately.
 - b. Individuals are parking in spaces not now assigned to them.
 - c. Cars are being parked in places not marked for parking, creating serious traffic hazards.
- 3. Assistant Directors and Staff Chiefs are responsible for proper indoctrination of individuals under their supervision relative to the parking problem. In addition, the Services Officer is charged with the responsibility for continual checks, and reports of parking violations to responsible supervisors and the Executive for such further action as may be appropriate.

	INTELLIGENCE:	F CENTRAL	DIRECTOR OF	THE	OR
25X1A					
20/1/					
	 Executive	A a t in a			
	TOVACCIOTAC	AC OTHE			

DISTRIBUTION: All CIA Employees

CONFIDENTIAL

Approved For Release 2002/05/01 : CIA-RDP81-00728R000100110004-8

CENTRAL INTELLIGENCE AGENCY Washington, D. C.

Heleindel

25X1A

NOTICE

18 January 1949

SUBJECT: Inaugural Holidays.

- 1. The Congress has authorized holidays for all Government employees in the Washington, D. C. area on Thursday and Friday, 2C and 21 January 1949.
- 2. It will be necessary for CIA to maintain adequate working forces on those days, including courier and cable service.
- 3. A minimum force will be maintained by all offices and activities sufficient to provide reasonable service in each activity. Such forces will be present for duty during the normal hours on both the 20th and 21st of January.
- 4. For those employees required to be present on either or both of the holidays, arrangements should be made to provide compensatory time off where it is practicable and agreeable to the employee concerned. Otherwise, holiday compensation will be paid.
- 5. Pay checks will be available for distribution to office and activity representatives at the office of the Fiscal Branch, Budget Office, Wednesday, 19 January, at 1500 hours. They should be picked up promptly so that all employees may be paid before 1700 hours. Pay checks will be dated 19 January.
- 6. Parking in the vicinity of North, Central, South, "C", and "M" Buildings will be without regard to assigned parking spaces for Thursday and Friday only.

25X1A

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Acting Executive	